

Client: Federal Bureau of Investigation

Project: Z-Card Pocket Guide **Project #:** 17FBI041

Background

Live events continue to be important tools in the FBI Applicant Coordinators (ACs) recruitment strategy. A live event allows interaction with potential candidates to learn about the exciting and diverse career paths within the FBI.

However, as technology advances, large print materials are being phased out in place of small, information-intensive pieces for ACs to distribute to event attendees. Pocket-sized Z-Cards are great vehicles for this as they provide a handy, lightweight format using a 3.5" by 5" accordion-fold design. This allows room for extensive content and images on both the front and back, offering ease of use and a less cumbersome option to promote the agency instead of a large-format brochure.

Objective

- Provide ACs with a small, handy, brochure-type printed piece that promotes the career
 options within the agency and offers comprehensive information about FBI roles and
 responsibilities, eligibility and hiring and physical requirements.
- Design the piece to hand out to potential applicants at live events without having to weigh them down with cumbersome materials.

Strategy

• Design an accordion-fold, pocket-sized comprehensive brochure to distribute that is lightweight and offers quick access to information.

Audience

The FBI audience strategy is complex, and includes targeting based on subject matter expertise, familiarity with the FBI and stage of life. The target audience is 18- to 34-year-old professionals who are passionate about and have experience or education in the following subjects:

- Computers/Network Administration/Computer Engineering
- Information Technology
- Management Consulting
- Accounting
- Finance
- Security
- Science
- Engineering
- Others as needed.



Tactics

HORNE will deliver two "look and feel" cover options based on the new website design and the existing creative campaign: "A Career Like No Other."

Subject Matter Experts	
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RACI List	
Responsible: HORNE	
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Consult: and	
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Final Approving Authority	
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Copy/Content Message Background

KEY CHALLENGE(S)

- Lack of awareness of the diversity of career options available at the FBI.
- Lack of knowledge of the rigorous selection process and the requirements to apply.
- FBI cannot compete on salary, so the main point of differentiation from the private sector is the mission.

EMPLOYEE VALUE PROPOSITION (EVP):

The FBI stays ahead of the threats through leadership, agility and integration.

The key pillars/messages for FBI's overall strategic plan for the next three to five years: Capability:

- Focus on Leadership in Every Aspect of the FBI
- Incorporate Intelligence in All We Do
- Enhance Cyber Capabilities
- Improve Organizational Agility
- Strengthen Partnerships

Technology:

- Improve Information Technology
- Deploy Innovative Solutions

Talent:

- Promote a Culture of Transparency and Accountability
- Transform Recruitment and Hiring
- Improve Workforce Development
 - o Focus on Diversity, Skill Gaps and Leadership
 - o Attract and Retain Better Talent

Stewardship:

• Improve Stewardship of Resources

EMPLOYER BRAND CHARACTER

- This is a career like no other!
- As the foremost domestic, intel-driven agency, FBI hires only the best and the brightest. Our intelligence, background, experiences and attitude are what make us the FBI.
- If working for a mission-driven organization and having a fulfilling and varied career is important to you, the FBI is the place for you. You can have multiple careers inside of FBI. The first step is getting in.
- Our mission is to hire the right people who will help us get ahead of threats.
- Our mission is to protect the American people and we do this in many ways.

EMPLOYER BRAND COMPETITORS

The FBI's competitors and what's important to know about them:



- NSA: "Where Intelligence Goes to Work" Similar positions, multiple analysts, engineers, cyber and mathematicians.
- CIA: "We Hire Amazing People. Like You." Aggressive in pursuing STEM and cyber security experts.
- Lockheed Martin: "You are Meant to Make a Difference." Aggressive in pursuing linguists, intelligence analysts and cyber security experts.
- MITRE: "Use Your Skills and Passion to Build a Career." Hiring analysts, cybersecurity, IT and engineers.

Copy/Content Message

- Background information: Current FBI A Career Like No Other brochure.
- Word count (TBD) Standard word count for a Z-Card front: up to 2,000 words with photos; back: up to 2,000 words). NOTE: Because this piece needs to immediately attract a potential candidate's attention and, because of its extensive size (when opened), rely on infographics and bullet points to convey the brand message, which will reduce the word count and provide visual direction and appeal.
- Tone Inspiring, refer back to employer brand character background listed above.
- Infographics Use infographics as much as possible to represent the content graphically. For example, for career paths, use a split image of a person identifying his or her career path on one side (Special Agent, Intelligence Analyst, Linguist, Accountant, etc.) and his or her specialty (STEM, Cyber, etc.) on the other side. The point is to show that anyone with any background can go into each of these career paths/specialties at the FBI.)
- Mission Priorities:
 - Protect the United States from terrorist attacks.
 - Protect the United States against foreign intelligence operations and espionage.
 - Protect the United States against cyber-based attacks and high-technology crimes.
 - Combat public corruption at all levels.
 - Protect civil rights.
 - Combat transnational/national criminal organizations and enterprises.
 - Combat major white-collar crime.
 - Combat significant violent crime.

Content Outline

- 1) Background and milestones of the FBI. [COPY: Refer to the strategy snapshot pyramid.]
 - Mission and Vision
 - Why the agency was formed.
 - Timeline: https://www.fbi.gov/history/timeline
- 2) Career Paths Matching attributes of candidate character, experience requirements broken down, opportunities for growth (educational background desired, years experience needed, where it could take you within the FBI) and other pertinent information.
 - Disqualifiers as it applies to all career paths and specialties, where needed.
 - Operations and Intelligence:
 - Special Agents



- Intelligence Analysts
- Language Analyst
- o Surveillance
- Specialized Career Paths:
 - o STEM
 - Arts and Communications
 - Accounting and Finance
 - o Business Analysis and Administration
 - Facilities and Logistics
 - o Legal
 - Medical and Counseling
 - o Police and Security
- Students and Internships
- 3) Locations Field offices, Headquarters.
- 4) Hiring Process
- 5) FBI Employee Life Exciting opportunities/experiences/advantages.

Creative Requirements

- Size: Z-Card accordion fold (folded: 3.5 x 5"; Flat: 31.25 x 13.25"; two-sided).
- Print
- Four-color.
- Full bleeds.
- 508 pdf for use on the website.
- Photos
- Follow the new campaign that has been adapted from FBI's A Career Like No Other.

• [LOGOS]

FBI Seal

FACEBOOK www.facebook.com/fbi TWITTER twitter.com/FBIJOBS YOUTUBE www.youtube.com/user/fbi

LINKEDIN www.linkedin.com/company/fbi

[DISCLAIMER]

https://www.fbijobs.gov/equal-opportunity

Technical Requirements

• 508-compliant version required for eventual inclusion on the FBIJOBS gov website (TBD).

How the client will use the Deliverable: (TBD)

Primary use — print

ACs will pass out the Z-Card at live events.

Schedule



Task	Plan Start	Plan Complete
Creative Brief	10/24/2016	11/9/2016
Сору	11/15/2016	12/14/2016
Layout	12/15/2016	1/16/2017

NOTE: The following is the final, government-approved schedule for completion of this project on time and on budget. Delays or changes due to government action or inaction may impact schedule and cost.

CAREER PATHS AT THE FEI

A Career Like No Other

At the FBI, we do complex work to achieve a simple mission: protect the American people and uphold the US Constitution. Today, that translates to multiple careers for people with diverse backgrounds who all work to keep their communities and the nation safe.

Operations and Intelligence Careers

Special Agents

- Investigate over 200 different categorles of violations related to national security and federal law
- Investigations can include bank rebberies, terrorism, corruption, cybercrime, organized crime, espionage drug trafficking and more
- Never a typical workday may be called upon to follow a specific individual or group of people and observe their activities for an extended period

Intelligence Analysts

- Analyze information and make recornmendations
- Knowledge and strategies help identify fy and combat threats
- Collaborative networks with state, local and federal partners and with members of the Intelligence Community help mitigate risks before they happen

Language Analysts

- Knowledge of other cultures and languages can help protect the nation against threats
- Wink with a team to defend the country against foreign counterintelligence threats, cases of corruption, espionage, cybercrime and other unlawful offenses.
- All FBI Linguists begin their careers as Contract Linguists

Surveillance

- Gather intelligence to identify domestic and international threats
- Work alongside case agents to discreatly gather intelligence in support of ongoing counterterrorism, foreign counterintelligence and criminal investigations
- Work in a team environment outside of a typical, ordinary office setting

Specialized Career Paths

Science, Technology, Engineering and Mathematics (STEM)

- » Work with advanced technologies to address unique investigative and intelligence challenges not found in the private sector
- Expertise applies to accounting, for rensic science, computer technology, cyber security electronics, economics, finance, biometrics, encryption, data science, information technology, mathematics, chemistry, computer forensics, biology and more.
- Primarily work within the Laboratory
 Division, Operational Technology Division, Cyber Division, Criminal Justice
 Information Services (CJIS) Division
 and the Information Technology Branch.

Arts and Communication

- Degrees in arts and communications helds lend their creative skills to remedy practical problems within FBI operations.
- Support the mission of keeping the US safe through clear communications, strong, impactful visuals, and much more.
- Career fields vary in scope but generally fall into the following categories: Audio-visual; photography communications; and graphic and physical design.

Accounting and Finance

- Manage interagency funds across
 Bureau departments
- Accomplishing investigative goals by following the money trails of organized crime units
- Two tracks The first track is administrative—dealing with customer-focused and departmental jobs in finance, accounting, fiscal planning reporting and budgeting. The second ceals with accounting skills in the intriguing and complex investigative capacity of forensic accounting.

Business Analysis and Administration

- Provide support to the highest levels of the FBI.
- Boost efficiency and are the backbane of our organization
- Wide renge of professional functions, ranging from executive assistants to management consultants

Facilities and Lagistics

- Maintain and support the operations of FBI infrastructure and facilities
- Provide program support for the FBI's facility management acquisition construction and renovation activities
- » Logistical support through mail services, vices, warehousing/freight services, telecommunications services, printing and graphics services, security electronics, professional media services. IT infrastructure support and vehicles to all F8I customers.

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- Advise the FBI on international and domestic law enforcement and intelligence investigations.
- Work with FBI employees at all levels, advising on a broad spectrum of legal and legislative challenges affecting international and domestic law enforcement and intelligence operations, investigations and policies
- Legal professionals have the opportunity to use their skill sets to become Special Agents and Intelligence Anatysts.

Medical and Counseling

- Use expertise to aid operations and ensure FBI personnel are prepared physically
- Special Agent Paramedics, Occupational Health Nurses, Employed Assistance Counselors and Mental Health Assessment Specialists possess unique knowledge, skills and experiences that are highly valued by the FBI
- Work in settings throughout FBI coerations—noth in the office as well as in the field - to protect the American people

Police and Security

- FBI police and security professionals work together to keep FBI employees safe
- Administer security programs.
- Establish procedures for processing security requests and provide security training to the workforce.

INFOGRAPHIC OF 3 POSSIBLE CAREER PATH OPTIONS? OR HOWEVER WE CHOOSE TO SHOW THIS...

CORE VALUES [BANNER OR SIMILAR SPANNING THE GRAPHIC]

RESPECT, FAIRNESS, COMPASSION, ACCOUNTABILITY, INTEGRITY, LEADERSHIP, RIGOROUS OBEDIENCE TO
THE CONSTITUTION, DIVERSITY

FSI'S MISSION, VISION, PRIDRITIES

Mission

The mission of the FBI is to protect the American people and uphold the Constitution of the United States.

Vision

Ahead of the threat through leadership, agility and integration.

Priorities

- » Protect the United States from terrorist attack.
- » Protect the United States against foreign intelligence operations and espionage.
- » Protect the United States against cyber-based attacks and high-technology crimes
- » Combat public corruption. at all levels.

- Protect civil rights.
 - » Combat transnational/ national criminal organizations and enterprises.
 - » Combat major white-collar crime.
 - » Combat significant vialent crime.

In addition to FBI headquarters, located in Washington, DC, there are 56 FBI field offices located in major metropolitan centers across the United States. Each covers a defined geographic region and is responsible for all FBI operations in that region.

Additionally, the FBI has international offices around the globe. These offices - called legal attaché or legats - are located in US embassies.

FBI: LOGATIONS IN THE US

Headquarters: Washington, DC

Cincinnati, OH

Indianapolis, IN

Field offices: Albany, NY

Chicago, IL

Cleveland, OH Albuquerque, NM Columbia, SC Anchorage, AK Atlanta, GA Dallas, TX Denver, CO Baltimore, MD Birmingham, AL Detroit, MI Boston, MA El Paso, TX Buffalo, NY Honolulu, HI Charlotte, NC Houston, TX

Jackson, MS Miami, FL Jacksonville, FL Milwaukee, WI Kansas City, MO Minneapolis, MN Knoxville, TN

Mobile, AL New Haven, CT Las Vegas, NV Little Rock, AR New Orleans, LA New York, NY Los Angeles, CA Louisville, KY Newark, NJ Norfolk, VA Memphis, TN

Omaha, NE Philadelphia, PA Phoenix, AZ Pittsburgh, PA Portland, OR Richmond, VA

Oklahoma City, OK San Antonio, TX

Sacramento, CA Salt Lake City, UT

San Diego, CA San Francisco, CA San Juan, PR Seattle, WA Springfield, IL St. Louis, MO

Tampa, FL

Disqualifiers

To meet eligibility requirements for employment, you must not violate any of the below employment disqualifiers:

EMPLOYMENT ELIGIBILITY

» Non-US citizenship.

» Conviction of a felony [Special Agent candidates only: conviction of a domestic violence miscemeanor or more serious affense).

» Violation of the FBI Employment Drug Policy.

 Default on a student loan insured by the US Government.

Failure of an FBI-administered

orinalysis drug test.

» Failure to register with the Selective Service System (for males only, exceptions apply)

» Knowingly or willfully engaged in acts. or activities designed to overthrow the US covernment by force.

» Failure to pay court ordered. chila support.

» Failure to file federal, state or local income tax returns:

Next Steps

Once you have received and accepted a conditional job offer, the FBI will initiate an intensive background investigation. The preliminary employment requirements include:

Polygraph examination.

» Test for illegal drug use

Credit and records checks.

» Extensive interviews with former and current colleagues, neighbors, friends, professors, etc.

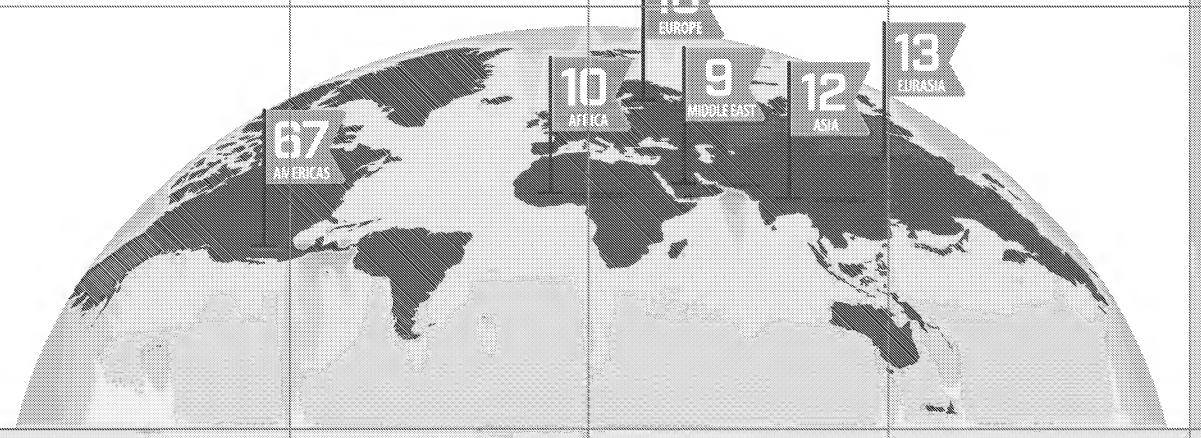
EMPLOYEE LIFE: WE ARE ONE FBI

The FBI is an organization like no other. We strive to protect American citizens. while upholding the Constitution of the United States, both at home and abroad.

A career at the FBI provides the opportunity to work among the best. We have more than 35,000 special agents and professional staff who work across the globe to protect the United States from terrorism, espionage, cyberattacks and major criminal threats.

While there are dozens of career paths from which to choose, we are one FBI. That means we have a diverse, inclusive culture of employees from all walks of life. We provide a career like no other and that means our principles and values set us apart from traditional Fortune 500 companies. You can feel like you are a part of something bioder. something that helps save lives and keep America safe.

At the FBI, you will have unique apportunities. We will challenge, support and encourage you to forge a career path. with other cedicated employees working for the same critical mission in this way, we are one family — one FBI.



FBI: A BRIEF HISTORY

APPLYING AT-A-GLANCE

Recister for an account at FBliobs gov.

Fill in all application sections.

Search for a job posting at apply foljobs.gov.

Add required and optional documents.

Complete Pre-application Duestionnaire: (Special Agent applicants must complete the Self-Physical Fitness Test [PFT] and input their results in the application :

TIMELINE W/VARIOUS EVENTS **CALLED OUT LARGER**

1908 Creation of a special agent force within the US Department of Justice.

ersham named this force the Bureau of Investigation (BOI).

1935 Agency officially became the Fed-Attorney General eral Bureau of George W. Wick- Investigation at

1941 FBI seal, as cur-

the beginning of seal had been Fiscal Year 1936. the DOJ seal

rently depicted, came into limited use at this time. The prior

with an extra band for the FBI and its motto. 1950

The FBI initiated

the Ten Most

Wanted Fugitives Program in order to draw national attention to dangerous criminals who have avoided capture.

1963 Lee Harvey Oswald assassinated President John F. Kennedy in Dallas, TX. President Lyndon B. Johnson

ordered the FBI

to investigate

the murder.

1968 James Earl Ray assassinated Dr. Martin Luther King, Jr. in Memphis, TN. The FBI opened a special 1975 investigation based on the violation of Dr. King's civil rights

so that federal jurisdiction in the matter could be established.

The J. Edgar Hoover FBI Building was formally dedicated.

foreign soil. In March 1989, a Fawaz Younis **US District Court** became the sentenced Youfirst suspected nis to 30 years foreign terrorfor the hijacking ist arrested by of a Jordanian the Bureau for plane carrying

a crime perpe-

trated against

Americans on

two Americans.

1997 The FBI announced its new National DNA Index System (NDIS), NDIS allows forensic

science laboratories to link

serial violent crimes to each other and to known sex offenders through the electronic exchange of DNA profiles.

September 11. and thousands 2001 Following the massive ter-

special agents

rorist attacks against New York and Wash-2011 ington, the FBI dedicated 7,000 of its 11,000

of FBI support personnel to the investigation.

Presiderit Barack Obama announced

that Osama bin 2013 Laden — a Most James B. Comey Wanted terrorist was sworn in as

and the master- Director of the mind of the 9/11 FBI. attacks - had been killed in Pakistan by US forces.

Submit!

WHAT WILL YOUR IMPACT BE?

The Federal Bureau of Investigation's (FBI) mission is to protect the American people and uphold the Constitution of the United States. We defend the rights of citizens from all enemies, both foreign and domestic.

Whether behind the scenes or on the front lines, all FBI employees work toward the same critical mission. in a career truly unlike any other. In this way, we are one FBI. Here's a look at life

inside the FBI. Join us!

FIND US:

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The FBI is an equal opportunity employer.

Our Vision

Ahead of the threat through leadership, agility and integration.

Our Priorities

Protect the United States from terrorist attacks.

Protect the United States against foreign intelligence operations and espionage.

Combat at all levals

Compatnelor

white-collar crime

Protect civil rights.

Protect

the United States against cyber-based attacks and hightechnology crimes.

Combatsignificant

Combat transnational/ national criminal organizations ano enterorises



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A Career Like No Other Affithe FBI, we do complex work Estimation, in and the capper. for people with diverse backgrounds

Operations and Intelligence Careers

-Mispecial Agents -» Intelligence Analysts Contract Linguists Surveillance Specialists

Specialized Careers ⇒ Science, Technology, Engineering and Mother ratios (\$18.00) Arts and Communication

Accounting and Finance: » pusiness analysis and Administration » Facilities and Logistics"

» Legal

a Nathrakani kaunselisa s Police and Security

The hiring process varies depending on the job. For careers like Special Agent or Intelligence Analyst, the hiring process can take a year or more.

Once accepted: candidates will undergo an extensive background investigation, including » Polygraph examination. " » Interviews with "

» Credit and

former and current colleagues, neighbors, friends, etc.

Minimum Qualifications You must ⇒ Be a U.S. citizen:

> » Be able to obtain a Top-Secret Clearance. » Possess a valid driver's licence

Employment Eligibility

Automatic Disqualifiers

🔌 Non-U.S. citizensh🗱 Conviction of a felony.

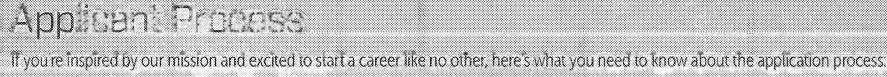
Violation of the FBI Employment Drug Policy

by the U.S. government.

» Fallure of an FBI-administere ant also before test

FELDAREERS

A CAREER LIKE NO OTHER



view careers and

» Drug test.

records checks.

attend Quantico for a short new employee introduction course. Employees in Special Agent,

Intelligence Analyst, or other positions will remain at Quantico for job-related training.

Défault on a student loan insured.

▶ Failure to register with the Selective. Schrict Statem (males dobt):

Bhoward, an ediled, or causiles.

acts or actions submaned to over those ... the U.S. government by force.

 Failure to pay court ordered. Mildstroad.

Failure to file federal, state or an accommodate or an accommodate or a state or a st

local income tax returns.

